

ST. THERESE CATHOLIC CHURCH  
Neighborhood Parish Leaders  
Meeting Minutes  
August 19, 2009 6:30 P.M.

Attendees: Fr. Barber, Shirley Donnelly, Karen Tramp, Eric Dietrich, Maimee Gomez, Cathy Strand, Vern Fries

Absent: Corinne Barnes, Janie Chambers, Al & Donna Christianson, Brian & Chelon Fichter; Mary Fries; Jesse Gomez; Joan & Dale Lund, Chad Strand, Steve Tramp

1. Fr. Hal said opening prayer

2. Review of St. Therese Summer Night

Wrap up report from Vern:

Summer night event made a profit of \$72.29. 60-65 people attended. We may try a different date next year.

Numerous games played by all that came:

Mostly adults played the bean bag game

Lots of bars and food donated (How many where needed?)

All the food was served ala carte. The leftover bars were available after masses with a free will offering.

3. New Member Cookies or Bars being delivered

Schedule created last Spring on who takes each month:

Leaders found it hard to connect with the new families due to busy schedules and ended up just sending the card and skipping the cookies. Tabled delivery of Cookies/Bars until more information is available from the Welcome Committee Task Force. This may move to the Welcome Committee.

4. Welcome Committee Task Force Update

Where do we stand currently?:

NPL will do the next welcome dinner on Saturday, September 26<sup>th</sup> after the 4:00 Mass and serve Pork Loin, potatoes, green bean casserole and dessert. NPL is questioning if the Welcome Committee should be hosting these instead of NPL. This idea could be presented to the Task Force and NPL could help out.

## 5 Financial Report

Where do we stand at the moment?

Our net profit as of the end of June is \$1244.21

What are we looking at moving forward for next year?

One suggestion was to consider purchasing roughly 50 \$5.00 SFCS gift cards to give out at registration. Additional suggestions are encouraged prior to a final decision.

## 6. Calendar Planning

Looking to rough out and save some dates for the next Calendar year.

September 26-Welcome dinner      October 21<sup>st</sup>- Card night  
November 22<sup>nd</sup> - Turkey Bingo      December 12/13- holiday bake sale,  
January 23<sup>rd</sup> or February 6<sup>th</sup>- Mexican Fiesta\*\*TBD,  
April 3/4- Easter egg giveaway,      May 2<sup>nd</sup>- Graduation brunch  
June 12<sup>th</sup>- Wine and cheese social in the Rose Garden

Ideas of events tossed around at the last meeting:

New ideas/events were added to the schedule: card night starting October 21<sup>st</sup> † 6:30 and the 2<sup>nd</sup> Wednesday of every month following.

## 7. Upcoming Years Goal

Revamp the Neighborhood Parish Leaders Handbook:

Rough draft of new ideas is due by next meeting (September 16<sup>th</sup>).

You will find a copy of the Handbook after the minutes for everyone to review and provide suggestions and feedback on. Father encouraged the NPL's to set a deadline of October 31<sup>st</sup> to have the final draft completed. Once completed it will be routed to the Social Outreach Fellowship Committee (SOFC).

Next Meeting to be held on September 16<sup>th</sup>, 2009 at 6:30 pm

Submitted by: Karen Tramp

# **St. Therese Neighborhood Parish Leader Handbook**

Created: 05/2005  
Revised: 09/2005  
Revised: 10/2005  
Revised: 11/2005

# **St. Therese Neighborhood Parish Leader Handbook**

## **St Therese Parish Mission Statement**

*“Formed as people of God, Called as a community of faith, Guided by St. Therese,  
Committed to caring for God’s whole family.”*

### **Neighborhood Parish (The 5 Roses):**

As our mission states, we are formed as a community of faith. To help fulfill that mission, St. Therese Parish is sub-divided into 5 neighborhood parishes based upon geographical locations. Our “Rose” neighborhoods are designed to help foster that mission, to help inspire a sense of meaning, and to develop a family friendly feeling.

Purpose of Neighborhood Parish Leaders: To create and grow our faith communities and to promote fellowship through learning and social events and activities.

Goals of the neighborhood parishes:

1. To ensure each parishioner has a clear understanding of the boundaries of each Rose neighborhood.
2. To ensure each parishioner develops a sense of pride in belonging to St. Therese and to their Rose neighborhood.
3. To ensure there is greater involvement of parishioners in church related activities specifically organized to develop unity of the Rose neighborhoods.
4. To increase participation in the many social activities of St. Therese.
5. To ensure the Parish Pastoral Council has representation of each Rose neighborhood.

Teams of neighborhood parish leaders assist the pastoral staff in bringing the presence of the parish into the neighborhood. Most parish functions are organized through the Neighborhood Parish network.

As soon as a family registers in the parish, they are assigned a Neighborhood Parish.

1. Wild Rose – the geographical area immediately surrounding St. Therese Parish
2. Irish Rose – the geographical area in the vicinity of Our Lady of Guadalupe (west of I-229)
3. Peace Rose – the geographical area in the vicinity of St. Lambert’s Parish and Holy Spirit
4. Sunburst Rose – the geographical area east of Powderhouse Road, including Pine Lake Hills, Brandon, etc.
5. Yellow Rose – the geographical areas in the vicinity of Christ The King, St. Mary’s, St. Joseph Cathedral, St. Michaels, St. Katherine Drexel, O’Gorman

### **Structure:**

At least 2 or more couples/individuals from each Rose neighborhood will serve as leaders for Neighborhood Parishes for at least a two year period. (Each year of service begins with the September meeting).

- A couple or individual is selected from the team to facilitate the Neighborhood Parish Leaders meetings and to act as the Leader of the Neighborhood Parish leaders. This person/persons are expected to be “motivators, organizers, and coordinators” when it comes to initiating group meetings. In addition, this person/persons will be the liaison with the St. Therese pastoral staff. The “Leader” will put together the agenda for the monthly meeting and capture on a calendar scheduled events and meetings.
- A couple or individual is selected from the team to act as the team “Secretary” with the responsibility of capturing team meeting minutes. Meeting minutes are to be sent to the parish office (to be added as to a public record for all parishioners). In addition, minutes are to be sent to each of the Neighborhood Parish leaders.

Neighborhood Parish leaders are asked to lead and not do all the work. Stewardship is giving of our time and our talent. If we do not invite others to help we are depriving them of sharing of their time and their talent. The more people involved in activities, the better the possibility exists of them becoming involved in worship and parish life.

### **Selection of Neighborhood Parish Leaders:**

Ideally, new individuals/couples are to be added each year as existing leaders fulfill their commitment. The Pastoral staff and Neighborhood Parish Leaders invite others to serve in this capacity.

### **Parishioner Information:**

As a tool to get to know parishioners in their “Rose” neighborhood, leaders are provided a list of all parishioners belonging to their specific neighborhood. This list may include specific information regarding areas they would like to get involved (baking, serving, calling, etc)

### **Functions/Activities:**

- Rather than carrying out all events as one big neighborhood, the goal is to follow the original intent of having each of the neighborhoods performing activities to build that neighborhood and just have a limited number of the larger core activities with all neighborhoods involved (i.e.: Cana Dinner).
- In order to have several fairly nice sized neighborhoods we decided to temporarily combine Irish Rose & Yellow Rose forming the Irish-Yellow Rose neighborhood, and Peace Rose & Sunburst Rose forming the Peace-Sunburst Rose neighborhood. These Roses will be combined for organizing large social events until growth requires splitting them out again. This will provide large enough groups to organize and have good attendance at localized events and activities. (effective Fall '05)
- Delegation of events to individual Rose Neighborhoods. Each rose will select an event to organize, plan outside of the NPL meeting and event chair report back to NPL's of event status.

Monthly meetings (agenda includes sharing of ideas, problems, successes, wrap up of past events, and organization of future events). Meetings are held in the months of August – May on the 3<sup>rd</sup> Wednesday of the month at 7:00.

Welcome Brunch – Hosted one time per year (January) to welcome new members to St. Therese. The brunch is held after the 10:45 Mass.

- New members will be informed of our annual Welcome Brunch at time of registration.
- Upon registration or monthly parish office will contact lead representative of the Neighborhood Rose to notify of new membership.
  - NPL will contact new member, welcome to St. Therese and invite to next Neighborhood Parish event.
  - Approximately 1 month prior to scheduled Welcome Brunch, post card invitation will be sent to all new members
  - Approximately 1 – 2 weeks prior to scheduled Welcome Brunch, NPL or representative will call new members to remind/invite to welcome brunch and receive confirmation of attendance.
- Immediately following the 10:45 Mass, all guests are invited to a short presentation made by Father telling the story of St. Therese history.
- In the past (until fall of '05) the brunches were held 3 times per year (Fall, Winter, Spring) and new members receive their invitation at time of registration. In addition, prior to the brunch the new members were telephoned to confirm the invitation. Another organized group of parishioners were invited to attend the Welcome Brunch (RCIA candidates, graduates, religious education teachers, Confirmation candidates, musicians, etc.)

Wednesday Night Meals – Organized by the parish during the religious ed school year to allow families to eat together with their immediate family and their parish family. Neighborhood Parish Leaders host selected Wednesday's.

### **Past Major Events:**

Details of the organization of each event sponsored by the Neighborhood Parish Leaders are captured and retained for subsequent organization of the same event.

Fall picnic/potluck – held in the fall of each year. In the past has included Mass on the Grass, kick-off to the new year of religious ed, or just as a fun fall event. Beginning with fall 2006, it was agreed the Neighborhood Awareness event would be combined with the fall potluck.

Turkey Bingo – Initiated in fall of 2005.

Holiday Bake Sale – St. Therese outreach project. In the past proceeds have supported various community outreach programs, Bishop Kettler and his diocese in Alaska.

Make & Take – A Neighborhood Leaders sponsored event where the participants gather for fellowship and also to create a craft project. Past craft projects include fabric covered holiday decorative plates, snowman plate/rose bowl.

Cana Dinner – Typically hosted in February. A celebration Mass and dinner honoring the marriages of our parishioners.

Gathering of the Roses – Initiated in the spring of 2005. The intent of this function is to build awareness of the Neighborhood parishes. Future plan is to include this event with the Fall Potluck.

International Dinners – Initiated in 2003. A meal prepared by the men of St. Therese. A fun night for parishioners to enjoy a great meal and fellowship. To date themes have included Chinese Stir Fry Night, Italian Cuisine, and Mexican Fiesta.

Faith, Fashion, & Fellowship – A project organized by the youth group of the parish, in which a morning is set aside for women and girls. Neighborhood Parish Leaders support the food preparation for this event.

Greatest Show on H2O – Initiated in the summer of 2004. This event sponsored by the Neighborhood Parish leaders offers a fun summer activity for St. Therese parishioners to go out enjoy the sun and a great water-ski show.

### **Misc Guidelines**

- To assist in future planning of events, “Event Binders” have been set up for each event with planning notes, bulletin announcements, promotional material, etc.
- March 2005, the St. Therese Parish Council defined the ruling that if alcohol is to be served at a St. Therese function/event for adults only, including adults between the ages of 18-20, the 18-20 year old adult may attend the function however will not be served alcoholic beverages under any circumstance.
- As with each organization at St. Therese, notes/minutes are to be taken at each meeting. These minutes are to be e-mailed to the parish office within 5 days of the meeting. The office staff will place the minutes in the NPL 3-ring binder located in the workroom and made available for anyone to read. Notes should state dates of additional meetings, events, etc. so those functions/meetings/events can be placed on the St. Therese calendar (located in the workroom).